

AGENDA

BOARD OF MAYOR AND ALDERMEN

February 4, 2003

**7:30 PM
Aldermanic Chambers
City Hall (3rd Floor)**

1. Mayor Baines calls the meeting to order.
2. The Clerk calls the roll.

CONSENT AGENDA

3. Mayor Baines advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

Ratify and Confirm Poll Conducted

- A. Approving a request of the Selectmen of Ward 2 to move the polling location from St. Paul's Methodist Church to St. Catherine's School Gymnasium located at 206 North Street for the upcoming Special State General Election to be held on Tuesday, March 4, 2003.

Approve Under Supervision of the Department of Highways

- B. PSNH Pole Petitions #11-944 and #11-945 located on South Mammoth Road/Lucas Road and on Penacook Street.

Informational – to be Received and Filed

- C. Communication from Mayor Baines advising that he has approved a budget transfer of \$5,000.00 from Finance Regular Salaries to Finance Contract Manpower to assist with departmental functions until some of their vacant positions are filled.
- D. Minutes of a meeting of the Mayor's Utility Coordinator Committee held on January 15, 2003.
- E. Communication from Chief Driscoll submitting a Ward Crime Report for 2002.
(Note: available for viewing at the Office of the City Clerk and forwarded to Mayor and Aldermen under separate cover.)

REFERRALS TO COMMITTEES

COMMITTEE ON FINANCE

- F. Resolution:

“Authorizing the Finance Officer to effect a transfer of Nineteen Thousand Six Hundred Thirty Eight Dollars (\$19,638.00) from Contingency to the Assessor's Office for a Customer Service Representative Position.”

REPORTS OF COMMITTEES

**COMMITTEE ON ACCOUNTS, ENROLLMENT
AND REVENUE ADMINISTRATION**

- G. Advising that it has accepted the City's monthly financial statements for the six months ended December 31, 2002 and is forwarding same to the Board for informational purposes.

- H.** Advising that it has accepted the following Finance Department reports:
- a) department legend;
 - b) open invoice report over 90 days by funds;
 - c) open invoice report (all invoices for interdepartmental billings only);
 - d) open invoice report (all invoices due from the School Dept. only); and
 - e) listing of invoices submitted to City Solicitor for legal determination

and is forwarding same to the Board for informational purposes.

- I.** Advising that it has accepted the following Board of Assessor's reports:
- a) update of tax base;
 - b) status of overlay;
 - c) status of outstanding abatements;
 - d) status of tax appeals; and
 - e) status of exemptions and payment in lieu of taxes

and is forwarding same to the Board for informational purposes.

COMMITTEE ON HUMAN RESOURCES/INSURANCE

- J.** Recommending that the Assessor's positions within the City be broken into three separate positions; a department head position at Grade 25, an Assessor-Residential position at a Grade 24 and an Assessor-Commercial position at a Grade 24. The Committee further recommends that the employees within the current Assessor positions be grandfathered at a grade level 26 with all standard benefits attributed to employees at that level.

The Committee further recommends that such positions within grandfathering clause be referred to the Committee on Bills on Second Reading for ordinance preparation; and that the Human Resources Director and City Solicitor in consultation with the Chair of the Board of Assessors submit such draft ordinances to the committee for consideration.

**COMMITTEE ON HUMAN RESOURCES/INSURANCE
AND
COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS**

K. Recommending that the following items pertaining to the restructuring proposal of Economic Development, Planning and Building Departments be approved:

- 1) Move the administrative support person for the Zoning Board of Adjustment from the Planning Department to the Building Department;
- 2) Create a “Plan Review” team consisting of members of the Planning & Development Department, Department of Building Regulations and Fire Department; and
- 3) Move the current independent “Urban Ponds Restoration” administrator into the Planning Department.

The Committees further recommend that item 1 and item 3 noted above be referred to the Committee on Bills on Second Reading for ordinance preparation to be submitted by the City Solicitor.

The Committees also note that the remainder of the restructuring proposal has been tabled pending the receipt of further information from the Planning Department.

COMMITTEE ON JOINT SCHOOL BUILDINGS

L. Advising that it has accepted the Certificate of Completion for the Hallsville Elementary School Bathroom Renovations and Southside Middle School Interior Classroom Additions/Renovations projects and is submitting same to the Board for informational purposes.

M. Advising that it has accepted the enclosed project financials, architects’ and consultants’ reports for the month of January 2003 relative to the NORESO Performance Contract, Roofing Projects – Manchester Schools, Bakersville Kindergarten Addition & Electrical Improvements, Highland Goffs Falls & Parker-Varney Flooring Replacement, Memorial High School Media Center, and McDonough Kindergarten Addition and is submitting same to the Board for informational purposes.

COMMITTEE ON LANDS AND BUILDINGS

- N. The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the Board of Mayor and Aldermen find property located on Hobart Street be found surplus to City needs and further that:

In accordance with RSA 80:42 I. and II. the Mayor be authorized to dispose of certain property situated at Hobart Street, now known as Map 0497, Lot 0008 by executing deeds releasing all rights, title interest, or claims in said property. Said properties were merged and formerly known as Map 0497, Lot 185 (formerly owned by William Gagne and acquired by the City of Manchester by virtue of Tax Collector's deed dated May 7, 1932 and recorded in Hillsborough County Registry of Deeds on May 12, 1932, Volume 0913, Page 0343); Map 0497, Lots 186-189 (formerly owned by William Gagne and acquired by the City of Manchester by virtue of Tax Collector's deed dated September 27, 1937 and recorded in Hillsborough County Registry of Deeds on September 27, 1937, Volume 0968, Page 0256); and Map 0497, Lot 0008 (formerly owned by Joseph Cappuccilli and acquired by the City of Manchester by virtue of Tax Collector's deed dated September 21, 1938 and recorded in the Hillsborough County Registry of Deeds on September 21, 1938, Volume 0977, Page 0257).

The Committee advises that it finds just cause to dispose of such land through sale to an abutter because it is not suitable as a stand alone parcel, contains wetlands, and can be preserved best through an abutter. The Committee recommends that said property be disposed of to the abutter, Frank and Janice Hobbs for the sum of Four Thousand Dollars (\$4,000.00), as deemed a reasonable value by the Board of Assessor's.

The Committee further recommends that the Tax Collector and City Solicitor be authorized to proceed with disposition and prepare such documents as may be required, and that the Finance Officer be authorized to credit tax deed accounts as deemed necessary.

LADIES AND GENTLEMEN, YOU HAVE READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.

4. Nominations to be presented by Mayor Baines, if available.
5. Mayor Baines advises that a motion is in order to recess the regular meeting to allow the Committee on Finance to meet.
6. Mayor Baines calls the meeting back to order.

OTHER BUSINESS

7. A report of the Committee on Finance, if available.
Ladies and Gentlemen, what is your pleasure?
8. A report of the Committee on Administration/Information Systems relative to a Service Agreement between the City of Manchester and Verizon New England, Inc., if available.
Ladies and Gentlemen, what is your pleasure?
9. Communication from Bill Hoyt, Citizens for NH Land & Community Heritage, submitting a sample resolution In Support of Continued Funding for the Land and Community Heritage Investment Program (LCHIP) and requesting support of same.
Ladies and Gentlemen, what is your pleasure?
10. Resolution: **(A motion is in order to read by title only.)**

“Authorizing the Finance Officer to effect a transfer of Nineteen Thousand Six Hundred Thirty Eight Dollars (\$19,638.00) from Contingency to the Assessor’s Office for a Customer Service Representative Position.”

A motion is in order that the Resolution pass and be enrolled.

TABLED ITEM

A motion is in order to remove the following item from the table for discussion.

- 11.** A report of the Committee on Bills on Second Reading recommending that Ordinances:

“Amending Section 33.011 (Retired Employees; Policy on Rehiring) of the Code of Ordinances of the City of Manchester.”

“Amending Section 33.046 (H) Entrance Pay Rates of the Code of Ordinances of the City of Manchester.”

ought to pass.

(Tabled 01/21/2003)

(Note: an amended version of the ordinance has been submitted by Human Resources and the City Solicitor.)

12. NEW BUSINESS

- a) Communications
- b) Aldermen

- 13.** If there is no further business, a motion is in order to adjourn.